

APPENDIX B

Revised DBS Policy- Financial Aspects

Current Position

New Applicants and Current Licence holders

All new applicants for a Hackney Carriage or Private Hire drivers licenses, have to complete and submit an enhanced DBS application at a cost of £55.00, which includes an £11.00 fee to cover current administration costs.

Once a licence has been granted a new DBS application has to be made every 3 years at the total current cost of £55.00.

Position with the revised Policy

New applicants

1. Mandatory requirement that all new applicants **must** complete a DBS application at the current cost of £55.00 and register with the DBS Update Service at the current cost of £13.00. The total initial cost is £68.00.
2. Once the applicant has registered with the 'Update Service' the only cost involved will be an annual fee of £13.00 for maintaining the registration with the Update Service.
3. Officers will conduct annual status checks with the DBS at the anniversary of the previous 'status check'. If the status checks show a 'Status Change' a new DBS application must be made at the cost of £55.00 and the new DBS certificate to be produced within the specified policy time limits.
4. If the registration with the Update Service lapses, a new DBS application must be made at the cost of £55.00 and for a new registration with the Update Service to be made at a cost of £13.00.

Current Licence Holders

1. At the next renewal where a DBS application is required the applicant **must** complete a DBS application at the current cost of £55.00 and register with the DBS Update Service at the current cost of £13.00. The total initial cost is £68.00.
2. Following this the procedures as set out on points 2 to 4 above for new applicants will apply.

Notes

Where a licence holder maintains the registration with the Update Service there will only ever be an annual fee to the DBS of £13.00. This equates to £39.00 over a three year period rather than £55.00 every 3 years.

In addition registering with the DBS Update Service and maintaining that registration ensures that the DBS Certificate **becomes portable and will be accepted in any local authority area with no additional costs for further DBS applications.**

The only exception is where the registration with the DBS Update Service lapses or where an annual status check shows a 'Status Change'.